

EXHIBIT P

Computation of Final Individual Rating for Administrative Staff

Rating Period : JULY – DECEMBER 2018

Name of Staff ANGELITA B. ORIAS

Position AGRICULTURAL TECHNICIAN I

PARTICULARS (1)	NUMERICAL RATING (2)	PERCENTAGE WEIGHT (3)	EQUIVALENT NUMERICAL RATING (2 x 3)
1. Numerical Rating per IPCR	4.94	70	3.458
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30	1.476
TOTAL NUMERICAL RATING			4.934

EQUIVALENT NUMERICAL RATING : 4.934

Add: Additional Points, if any :

TOTAL NUMERICAL RATING : 4.934

FINAL NUMERICAL RATING : 4.934

ADJECTIVAL RATING : Outstanding

Prepared by:

ANGELITA B. ORIAS
Name of Staff


Reviewed by:


MARLITO M. BANDE
Department/Office Head

Recommending Approval:


DENNIS P. PEQUE
Dean, CFES

Approved:


BEATRIZ S. BELONIAS
Vice-President for Instruction

Computation of Final Individual Rating for Administrative Staff

Rating Period: JULY - DECEMBER 1978

Position: AGRICULTURAL TECHNICIAN I

Name of Staff: ANGELITA B. ORIAS

Particulars	Numerical Rating	Percentage Weight	Numerical Equivalent
1. Numerical Rating per IPTR	4.44	50	2.22
2. Supervisor's assessment of his contribution towards attainment of office assignments	4.44	50	2.22
TOTAL NUMERICAL RATING			4.44

ADJECTIVAL RATING : Outstanding
Final Numerical Rating : 4.44
TOTAL NUMERICAL RATING : 4.44
Additional Points if any :
EQUIVALENT NUMERICAL RATING : 4.44

Name of Staff: ANGELITA B. ORIAS

Department/Office Head: ARMANDO M. BARRERA

Recommendation: Recommended for promotion

Remarks: DENNIS P. PUGUE
Denn. Off.

Vice-President for Institution: SEAFAR S. BERNAL

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANGELITA B. ORIAS, of the INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM) commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY to DECEMBER, 2018.


ANGELITA B. ORIAS
RATEE

Approved:


MARLITO M. BANDE
UNIT HEAD

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 2	HIGHER EDUCATION SERVICES								
ITEEM MFO 1	Curriculum Program								
PI 1	Total FTE monitored	Teaches the following courses SY 2018-2019 (1st semester) Envi 113 (lab); Envi 123 (lab)	1	3	5	5	5	5	Envi 113 (2 students, 3 hrs/week); Envi 123 (18 students, 3 hrs./week)
PI 9	Number of student organizations/student dormitory advised	Adviser	1	3	5	5	5	5	HOMES, Mariposa Ladies Dormitory, Zeta Beta Rho Fraternity and Mussaenda Honor Sorority
PI 10	Number of instructional materials developed	Revised existing course syllabi	1	2	5	5	5	5	Envi 113 (Lec & Lab); Envi 123 (Lec & Lab)
UMFO 3	RESEARCH SERVICES								
PI 1	Number of published papers in internationally indexed/CHED accredited journals	Corresponding author	1	1	5	5	5	5	Policy and Socio-ecological Assessment of the Integrated Social Forestry Program after 25 Years of Implementation in St. Bernard, Southern Leyte
PI 2	Number of research outputs presented in local/regional/national /international fora/ conferences	Oral Presenter	1	1	5	5	5	5	Impact of Leaf Litter Addition on the Growth Performance and Soil Organic Carbon of teh Early Successional Species Planted in the Marginal Upland of Inopacan, Leyte
PI 3	Number of research project/study conducted	Study Leader	-	1	5	5	5	5	
PI 6	Number of studies presented	Oral Presenter	1	1	5	5	5	5	Impact of Leaf Litter Addition on the Growth Performance and Soil Organic Carbon of teh Early Successional Species Planted in the Marginal Upland of Inopacan, Leyte
PI 9	Additional outputs:								
PI 9.1	Number of exchange scholars/researchers/visiting professors assisted	Focal Person	-	1	5	5	5	5	Marco Bellotti (Exchange Scholar, ELTI and Earth University)
PI 9.2	Number of research articles submitted for publications	Corresponding author	1	1	5	5	5	5	IJERD
PI 9.4	Number of annual report submitted	Prepared and submitted the ITEEM Annual Report	1	1	4	4	4	4	ITEEM Annual Report

6166	Number of survey plots completed	ITEM 2: Survey Report Preparing and submitting the	1	1	+	+	+	+	+	ITEM 3: Survey Report
6167	Number of research articles submitted for publication	Contributing author	1	1	2	2	2	2	2	NEED
6168	Number of exchange agreements successfully signed	Host person		1	2	2	2	2	2	When required (exchange between EU and other University)
6169	Acquisition of equipment									
6170	Number of articles presented	Oral presentation	1	1	2	2	2	2	2	When required (exchange between EU and other University)
6171	Number of research projects completed	Study leader		1	2	2	2	2	2	When required (exchange between EU and other University)
6172	Research project (University) International policy conferences	Oral presentation	1	1	2	2	2	2	2	When required (exchange between EU and other University)
6173	Number of research articles presented in	Contributing author	1	1	2	2	2	2	2	When required (exchange between EU and other University)
6174	Number of research articles presented in	Contributing author	1	1	2	2	2	2	2	When required (exchange between EU and other University)
6175	Number of research articles presented in	Contributing author	1	1	2	2	2	2	2	When required (exchange between EU and other University)
6176	Number of research articles presented in	Contributing author	1	1	2	2	2	2	2	When required (exchange between EU and other University)
6177	Number of research articles presented in	Contributing author	1	1	2	2	2	2	2	When required (exchange between EU and other University)
6178	Number of research articles presented in	Contributing author	1	1	2	2	2	2	2	When required (exchange between EU and other University)
6179	Number of research articles presented in	Contributing author	1	1	2	2	2	2	2	When required (exchange between EU and other University)
6180	Number of research articles presented in	Contributing author	1	1	2	2	2	2	2	When required (exchange between EU and other University)
6181	Number of research articles presented in	Contributing author	1	1	2	2	2	2	2	When required (exchange between EU and other University)
6182	Number of research articles presented in	Contributing author	1	1	2	2	2	2	2	When required (exchange between EU and other University)
6183	Number of research articles presented in	Contributing author	1	1	2	2	2	2	2	When required (exchange between EU and other University)
6184	Number of research articles presented in	Contributing author	1	1	2	2	2	2	2	When required (exchange between EU and other University)
6185	Number of research articles presented in	Contributing author	1	1	2	2	2	2	2	When required (exchange between EU and other University)
6186	Number of research articles presented in	Contributing author	1	1	2	2	2	2	2	When required (exchange between EU and other University)
6187	Number of research articles presented in	Contributing author	1	1	2	2	2	2	2	When required (exchange between EU and other University)
6188	Number of research articles presented in	Contributing author	1	1	2	2	2	2	2	When required (exchange between EU and other University)
6189	Number of research articles presented in	Contributing author	1	1	2	2	2	2	2	When required (exchange between EU and other University)
6190	Number of research articles presented in	Contributing author	1	1	2	2	2	2	2	When required (exchange between EU and other University)
6191	Number of research articles presented in	Contributing author	1	1	2	2	2	2	2	When required (exchange between EU and other University)
6192	Number of research articles presented in	Contributing author	1	1	2	2	2	2	2	When required (exchange between EU and other University)
6193	Number of research articles presented in	Contributing author	1	1	2	2	2	2	2	When required (exchange between EU and other University)
6194	Number of research articles presented in	Contributing author	1	1	2	2	2	2	2	When required (exchange between EU and other University)
6195	Number of research articles presented in	Contributing author	1	1	2	2	2	2	2	When required (exchange between EU and other University)
6196	Number of research articles presented in	Contributing author	1	1	2	2	2	2	2	When required (exchange between EU and other University)
6197	Number of research articles presented in	Contributing author	1	1	2	2	2	2	2	When required (exchange between EU and other University)
6198	Number of research articles presented in	Contributing author	1	1	2	2	2	2	2	When required (exchange between EU and other University)
6199	Number of research articles presented in	Contributing author	1	1	2	2	2	2	2	When required (exchange between EU and other University)
6200	Number of research articles presented in	Contributing author	1	1	2	2	2	2	2	When required (exchange between EU and other University)

ANGELITA P. ORTIZ

Abstract MARKED BY RAYMOND

on the following subjects in accordance with the indicated measures for the period 2017 to DECEMBER 2018

1. PROJECT ORIGIN of the INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEM) commits to deliver and agree to be listed

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (ISCR)

2018

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q¹	E²	T³	A⁴	
UMFO 4 EXTENSION SERVICES									
PI 1	Number of person-days trained weighted by length of training	Resource Person/Coordinator/Facilitator	75	218	5	5	5	5	RF Training (Naval, Baybay, Guiuan-E. Samar, Villaba); Training on Biodiversity Assessment (VSU, Biliran, Inopacan, Hindang); Farm Planning in Cabucgayan, Biliran (DSWD-KALAHI CIDSS)
PI 2	Number of trainings conducted	Resource Person/Coordinator/Facilitator	2	8	5	5	5	5	RF Training (Naval, Baybay, Guiuan-E. Samar, Villaba); Training on Biodiversity Assessment (VSU, Biliran, Inopacan, Hindang)
PI 4	Number of beneficiaries/clients served	Technical Person/Facilitator	50	128	5	5	5	5	
PI 5	Number of technical/expert services	Technical Person	2	30	5	5	5	5	Bio-physical Assessments (Cabucgayan-KALAHI Project (26); Inventory in Liptong Woodland (2), RISE in Negros (1)
PI 6	Number of extension projects/components conducted	Component Leader	1	6	5	5	5	5	Mainstreaming of Rainforestation Technology in the Philippines (1); Training on Climate Change and Disaster Risk Reduction Management in 5 Municipalities of Leyte and Biliran under the Yolanda Rehabilitation and Recovery Program (5)
PI 11	Additional outputs:								
PI 11.1	Number of scientific fora attended as speaker/resource persons	Oral Presenter	1	3	5	5	5	5	RDE In-house review
PI 11.7	Number of in-house seminars/trainings/workshops/reviews conducted/attended	Participant/Facilitator	1	4	5	5	5	5	Tree Inventory in Aurora, Baler; YRRP Orientation Semina; RDE In-house review; AAACU
UMFO 5 SUPPORT TO OPERATIONS (STO)									
ITEEM MFO 1 Faculty Development Services									
PI 2	Number of seminars/trainings/ conventions/workshops coordinated for entire university	Facilitator	-	2	5	5	5	5	YRRP Seminar, AAACU
PI 3	Number of seminars/trainings/ conventions/workshops coordinated outside the university	Resource Person/Coordinator/Facilitator	1	8	5	5	5	5	RF Training (Naval, Baybay, Guiuan-E. Samar, Villaba); Training on Biodiversity Assessment (VSU, Biliran, Inopacan, Hindang)
PI 4	Additional outputs:								
PI 4.2	Number of activities organized/attended/assisted/participated/facilitated	Facilitator/Participant	1	7	5	5	5	5	AAACU, Tree Inventory, Training on Biodiversity Assessment, RQAT Evaluation, ACCUP, Cross-visits of GE Courses to RF
ITEEM MFO 3 Faculty Evaluation Services									
PI 1	Individual Faculty Students Evaluation	Instructor	VS	VS	4	4	4	4	Teaching Performance Evaluation by Students Rating: Envi 113 (lab) – Very Satisfactory; Envi 123 (lab) – Very Satisfactory 1st Sem 2018-2019
ITEEM MFO 5 Guidance and Counselling & Support to Students Services									
PI 1	Number of guidance activities conducted	Consultation and Facilitation	1	2	5	5	5	5	Department-Based Guidance Facilitator (DBGF) for BSEM Students
PI 2	Number of students who have availed of guidance and counselling services	Department-Based Guidance Facilitator (DBGF)	15	30	5	5	5	5	BSEM Students
UMFO 5 GENERAL ADMINISTRATION AND SUPPORT									
PI 2	Number of faculty/staff supervised and monitored (including project based staff)	Supervisor	1	3	5	5	5	5	Gerwin Matinao, Madel Maarat, Sheena Glayza Lou Gonzales

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
PI 3	Number of management meetings conducted/attended	Presided/Attended	6	17	5	5	5	5	Regular ITEEM monthly meeting and project consultative staff, pre-planning, activity update and report meeting
PI 5	Number of academic lecture/ laboratory rooms maintained	Training room and laboratory In-charge (TED)	1	3	5	5	5	5	RDE Room; RRTC Training Room both located at the Terrestrial Ecosystem Divisions; RRTC Laboratory
PI 6	Number of equipment maintained	NMA, JOP, ABO	2	8	5	5	5	5	Thermometer, Oven, Refrigerator, Analytical Balance, Light meter, Vernier Caliper, (2) On-site Weather Station
PI 7	Area of lawn and demonstration farms maintained	Supervisor	1	6	5	5	5	5	TED Lawn, BSEM & TREC Tree Planting Site, ViFES Tree Planting Site, Experimental Station & Site (Inopacan, Pilar, Cabucgayan)
PI 10	Number of office/training facilities/equipment maintained per week	Office Equipment In-charge & Training room and laboratory In-charge (TED)	3	11	5	5	5	5	Thermometer, Oven, Refrigerator, Analytical Balance, Light meter, Vernier Caliper, (2) On-site Weather Station; RDE Room; RRTC Training Room both located at the Terrestrial Ecosystem Divisions; RRTC Laboratory
PI 11	Number of university committees/boards/council chaired & coordinated	Member	-	3	5	5	5	5	Department-Based Guidance Facilitator; Dormitory Adviser; AACUP Task Force
PI 13	Zero per cent complaint from clients served		90%	100%	5	5	5	5	
TOTAL OVERALL RATING					4.94	4.94	4.94	4.94	

Average Rating (Total Over-all rating divided by 4)		4.94
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.94
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Should undergo professional ^{career} development by taking MSc. Degree on Environmental Science

Evaluated & rated by:

MARLITO M. BANDE
 DIRECTOR, ITEEM
 24 January 2019
 DATE

Recommending Approval:

DENNIS P. PEQUE
 DEAN, CFES
 1/27/19
 DATE

Approved:

BEATRIZ S. BELONIAS
 VICE-PRESIDENT FOR INSTRUCTION
 DATE

1 – Quality 2 – Efficiency 3 – Timeliness 4 - Average

EXHIBIT O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : JULY – DECEMBER 2018

Name of Staff ANGELITA B. ORIAS

Position AGRICULTURAL TECHNICIAN I

INSTRUCTION TO SUPERVISOR: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)	Scale				
1. Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	⑤	4	3	2	1
2. Makes self-available to clients even beyond official time	⑤	4	3	2	1
3. Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	⑤	4	3	2	1
4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	⑤	4	3	2	1
5. Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	⑤	4	3	2	1
6. Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	⑤	4	3	2	1
7. Keeps accurate records of her work which is easily retrievable when needed.	5	④	3	2	1
8. Suggests new ways to further improve her work and the services of the office to its clients	⑤	4	3	2	1
9. Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	⑤	4	3	2	1
10. Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	⑤	4	3	2	1
11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	⑤	4	3	2	1
12. Willing to be trained and developed	⑤	4	3	2	1
Total Score	59				

EXHIBIT C

Instrument for Performance Evaluation of Agricultural Staff

Rating Period: JULY - DECEMBER 2012

Position: AGRICULTURAL TECHNICIAN I

Name of Staff: ANGELITA S. ORAS

INSTRUCTIONS TO SUPERVISOR: Please evaluate the effectiveness of your subordinates in contributing towards the attainment of the defined targets of your department/office/center/branch/region using the facts below. Each rating is a percentage.

Scale	Performance Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model.
4	Very Satisfactory	The performance meets and often exceeds the job requirements.
3	Satisfactory	The performance meets job requirements.
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements.

A. Commitment (both for subordinates and supervisors)		Scale	
1	Demonstrates sensitivity to clients' needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4
2	Makes self/s/office to clients even beyond official time.	4	3
3	Submits urgent non-routine requests required by clients/other agencies such as CHED, DBM, CSC, DOH, PASO and similar regulatory agencies within specified time by rendering overtime work even without overtime pay.	3	2
4	Accepts all assigned tasks at higher status of the office targets and delivers outputs within the prescribed time.	2	1
5	Commits time/effort to help attain the targets of higher office by assisting co-employees who fail to achieve all office targets.	1	0
6	Regularly reports to work on time, logs in upon arrival, leaves office when going out on personal matters and logs out upon re-joining work.	5	4
7	Keeps accurate records of her work which is easily retrievable when needed.	4	3
8	Suggests new ways to further improve her work and the services of the office to his clients.	3	2
9	Accepts additional tasks assigned by the head or by higher office even if the assignment is not related to the position but critical towards the attainment of the functions of the university.	2	1
10	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clients.	1	0
11	Accepts objective criticisms and opens to suggestions and innovations for improvement of the work accomplishment.	5	4
12	Willing to be trained and developed.	4	3
Total Score		25	20

B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale				
	5	4	3	2	1
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score					
Average Score					

N/A

Overall recommendation : Should undergo professional carrier development
by enrolling MSc. Degree on Environmental
Science


MARLITO M. BANDE
Name of Head

Leadership & Management (For supervisor only to be rated by higher supervisor)					Score				
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and staff of higher supervisor	5	4	3	2	1			
2.	Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university	5	4	3	2	1			
3.	Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/unit for further satisfaction of clients	5	4	3	2	1			
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit	5	4	3	2	1			
5.	Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the collated targets of the unit	5	4	3	2	1			
Total Score									
Average Score									

Overall recommendation:
I strongly recommend the appointment of _____
for the position of _____
in the _____

Overall recommendation

WARTO M. BANGS
Name of Head

EXHIBIT L

Employee Development Plan

NAME OF EMPLOYEE	ANGELITA B. ORIAS
PERFORMANCE RATING	OUTSTANDING
AIM	To enhance her teaching skills and strategy on Environmental Science major in Ecological Economics.

Proposed interventions to improve performance and/or competence and qualification to assume higher responsibilities:

Date: August 15, 2018

Target Date: December 31, 2018

First Step:

One-on-one discussion on how to enhance her competence to assume her responsibility as Agricultural Technician I and Substitute Instructor.

Result:

The agreement was to send Ms. Orias on a graduate study abroad.

Date: January 2019

Target Date: July 2019

Next Step:

Application for scholarship to support Ms. Orias graduate study

Outcome:

Degree on MS on Environmental Science

Final Step/

Recommendation:

Scholarship grant and approval from the scholarship committee to undergo MS study.

Prepared by:


MARLITO M. BANDE
Unit Head

Conformé:


ANGELITA B. ORIAS
Ratee

EXHIBIT A

Employee Development Plan

NAME OF EMPLOYEE	ANGELITA B. ORIAS
PERFORMANCE RATING	OUTSTANDING
Area	To enhance her existing skills and strategy on Environmental Science major in Ecological Economics
Proposed action plan to improve performance and/or competence and qualification to assume higher responsibilities	
Date: August 13, 2018 Target Date: December 31, 2018	
First Step:	One-on-one discussion on how to enhance her competence to assume her responsibility as Agricultural Technician I and Substantive Instructor
Result:	The agreement was to send Ms. Orias to a graduate study abroad.
Date: January 2019 Target Date: July 2019	
Next Step:	Application for scholarship to support Ms. Orias graduate study
Outcome:	Decision on MS on Environmental Science
Final Step:	Recommendation
	Scholarship grant and approval from the scholarship committee to undergo his study

Prepared by:

MARILYN M. NABIE
Assistant

Confirmed:

ANGELITA B. ORIAS

Sign